

Roles & Responsibilities Out brief

CDM/ISEA Team Lead Meeting

Date: 02/26/2004

Location: CACI - WNY

Team Leader: Steve Hogan & Gary
Wasmer

Action Item: 001026-25

Action Source: ISMSR 4.2.B.2.4

Date

Due: 11/28/03

- **Issue**

- Standardize CM Roles and Responsibilities for CDMs / ISEAs.

- **Status**

- Matrix Developed to survey CDM's in an effort to find out what they do and why. Data received from all CDM's and is being reviewed by Patty Saldana. Report to be generated upon conclusion of review.
- Matrix Developed to survey ISEAs in an effort to find out what they do and why. Don't believe this effort moved forward because of ISEA identification and lack of participation - Working.
- To be discussed at the R&R group meeting in Port Hueneme in April.

Action Item: 001026-25 (Continued)

Action Source: ISMSR 4.2.B.2.4

Date

Due: 11/28/03

- **Recommendation**

- Scrap existing matrix
- Review Technical directives to determine what the Roles and Responsibilities are, as defined.
- Identify delta's between the directives and submit proposed changes to bring all directives in line.
- Redefine the matrix, identifying the R&R, along with the governing directive(s).
- Determine who is following and who is not. If not, why?

Action Item: 001026-25 (Continued)

Action Source: ISMSR 4.2.B.2.4

Date

Due: 11/28/03

- Outcome

- NAVSEA 04L51 (Ms. Debra Wood) & NAVSEA 04L5xx (Ms. Linda Kennedy), both concurred with our recommendation.

- Next Step

- Establish a list of documents to be reviewed
 - Identify who will review them
 - Identify what will be captured

Action Item: 010410-04

Action Source: NSA ILS IPT
09/30/03

Date Due:

- **Issue**

- Develop/promulgate standard COP procedures to be incorporated into policy update.

- **Status**

- Copies of the CDM COP procedures, gathered during the CDM assessments, were requested. Copies received prior to the Charleston mtg.
- Procedures currently being reviewed and compared.
- Working - To be discussed at the R&R group meeting in Port Hueneme in April.

Action Item: 010410-04

Action Source: NSA ILS IPT
09/30/03

Date Due:

- **Status (Continued)**

- Apparently, PEO Ships held a CDM meeting in December of 2003.
- An outcome of the meeting was a standardized procedure for the development of COP, that is to be used by PEO Ships CDMs.
- A comparison of the PEO Ships procedure and the NGNN WI for Submarines needs to be conducted to identify delta's between the surface and subsurface communities.
- A comparison also needs to be done for shore sites.

Action Item: 030710-16

Action Source: Data Elements
07/30/04

Date Due:

- **Issue**

- ISEAs are concerned that CDMs change information transmitted in work files without ISEA concurrence.

- **Status**

- Working - To be discussed at the R&R group meeting in Port Hueneme in April.
- **A data call went out for specifics, none were received. Additionally, problems will be more visible when replication of the work files starts with the next release of CDMD-OA (June/July timeframe)**
-CLOSED

Action Item: 030710-08

Action Source:

Date Due: 11/28/03

- **Issue**

- Formulate a closed loop standardized process that will enable ISEAs to efficiently track their records from submission through update of the ship's database.

- **Status**

- Working - To be discussed at the R&R group meeting in Port Hueneme in April.
- Related to replication of Work File data back to CDMD-OA Central.
- **It was agreed that replication would take care of this issue - CLOSED**

Action Item: 030710-17

Action Source:

Date Due: 11/28/03

- **Issue**

- Mission Criticality Code (MCC) field, currently a CDM responsibility. Recommend the process be changed as follows: ISEA/Technical Authority will be required to populate MCC level, CDM may concur or override.

- **Status**

- Working - To be discussed at the R&R group meeting in Port Hueneme in April.
 - A request was made to revise the work file data element requirements to make MCC mandatory. No action required, it was already tagged as mandatory.

New Action Items